



DEPARTMENT OF FINANCIAL INSTITUTIONS
FINANCIAL INSTITUTIONS EXAMINER
DEPARTMENTAL OPEN EXAMINATION - STATEWIDE

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**DEPARTMENTAL OPEN – STATEWIDE FOR
DEPARTMENT OF FINANCIAL INSTITUTIONS**
Applications will not be accepted on a promotional basis.

CONTINUOUS FILING – NO FINAL FILING DATE
Testing is considered continuous as examination dates may be set at anytime.

Positions exist in Sacramento, San Diego, San Francisco, and Los Angeles. You will be asked during the examination what location(s) you are willing to accept work.

HOW TO APPLY
Applicants must submit a Standard State Application Form (STD 678) to:

Department of Financial Institutions
Human Resources Office
1810 13th Street
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE
STATE PERSONNEL BOARD**

Applications not submitted on STD 678 form will be rejected. For your convenience, you may obtain a copy of the STD 678 on-line at <http://www.spb.ca.gov>. At this time, applications cannot be submitted on-line or via e-mail. Resumes will not be accepted in lieu of the STD 678.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the “Application for Examination.” You will be contacted to make specific arrangements.

Note: Accepted applications are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUALIFICATIONS APPRAISAL INTERVIEW:
Applicants will be scheduled for the location nearest their residence unless otherwise indicated on the application. Interviews will be scheduled on a as needed basis. Applicants will be notified of interviews in their area.

SALARY: Range A \$2,764 – \$3,400
Range B \$3,568 – \$4,131
Range C \$4,301 – \$4,980

TESTING PERIOD: The testing period for this examination is 12 months which begins when an candidate is successful in the examination and is placed on the eligible list. Candidates may not be examined more than once in a testing period.

ELIGIBLE LIST INFORMATION: A departmental open eligible list will be established for the Department of Financial Institutions. Names of successful candidates will be merged into the list in order of final score regardless of date. Eligibility expires 12 months after it is established however, candidates may re-compete after 12 months. Previous scores of successful candidates who re-compete will be abolished.

**REQUIREMENTS FOR ADMITTANCE TO THE
EXAMINATION:**

NOTE: All applications must meet the education requirements for this classification by the final filing date. It is your responsibility to make sure you meet the education requirements stated below. Your signature on your application indicates that you read, understand, and possess the basic qualifications required.

Either I

Equivalent to graduation from college with a specialization in accounting, business administration, economics, finance or a related business/management specialization. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Or II

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced or intermediate accounting, auditing, cost accounting, and business law.

Or III

Completion of the equivalent of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced or intermediate accounting, auditing, and cost accounting and three semester hours of business law. (Persons who will complete course work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

NOTE: Applications must contain the following information on all related courses completed: Title; semester or quarter credits earned; name of institution; and completion date.

SPECIAL PERSONAL CHARACTERISTICS: Ability to qualify for a fidelity bond; willingness to travel and work away from the headquarters office; willingness to work in a variety of settings; capacity for assuming progressively greater responsibility; tact; and good interpersonal skills.

THE POSITION: Under close supervision as a trainee, the incumbent performs the less difficult technical support work associated with conducting field examinations of financial institutions, business firms and service companies. As incumbents become more experienced, they will gradually assume responsibility for field examinations of small institutions that have few, if any, discernable problems or assist higher level examiners in the larger, more complex examinations. Upon full journey level, they will be in-charge of the full range of tasks associated with the field examination of small to moderate sized financial institutions and branch offices; participate in the examination of, and the preparation of, reports on the financial condition of banks, transmitters of money abroad, insurers of money orders and traveler’s checks, savings associations, credit unions, insurance premium finance companies and industrial loan companies.

EXAMINATION INFORMATION:

This examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

SCOPE:

In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:

- A. Knowledge of:

1. General accounting and auditing principles and procedures.

2. Business law.

3. Statistics.

4. Information systems programs.

5. The English language with proficiency in reading, writing, and grammar.
- B. Ability to:

1. Work arithmetical computations.

2. Gather, organize, summarize, and interpret financial data.

3. Analyze data and draw sound conclusions.

4. Prepare reports.

5. Establish and maintain cooperative relations with those contacted in the work.

6. Communicate effectively.

7. Evaluate and appraise information.

8. Analyze situations accurately and take effective action.

9. Use a variety of spreadsheets or word processing software packages.

Veterans preference points will be granted in this examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Financial Institutions’ Human Resources Office three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Financial Institutions’ Human Resources Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Financial Institutions reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental human resources offices or at the Information Counter of State Personnel Board offices. Veterans preference points are not granted in promotional examinations.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
California Relay (Telephone) Service for the Deaf or Hearing-impaired:
From TDD phones: 1-800-735-2929
From voice: 1-800-735-2922